

EMPLOYEE PERFORMANCE EVALUATION SYSTEM

“EMPLOYEES REMINDER OF RIGHTS AND RESPONSIBILITIES”



Supervisors have a legal responsibility to conduct all meetings required in the state employee performance evaluation system. Employees also have certain rights and responsibilities related to the evaluation process. Following is a summary of employee rights and responsibilities:

Employees have a **right** to:

- Performance plans that clearly identify their duties/responsibilities and performance expectations.
NOTE: *Performance plans must be completed within 30 days of the start of the performance period (January 30th).*
- Receive written notice of changes to their performance plan. Changes to the plan shall be indicated on the evaluation form or on a supplemental sheet attached to the form. Changes to the plan shall be initialed and dated by the evaluator and the employee when changes become effective.
- Fair, comprehensive, and timely evaluation of their work performance.
NOTE: *Annual evaluations must be completed within 30 days following the performance period (January 30th).*
- Their supervisors' undivided attention when discussing work performance and career development.
- Request reconsideration of the performance evaluation with an expectation of a fair, timely reconsideration process and without fear of reprisal. *(Please refer to pages 22-23 of the Employee Evaluation Handbook).*
- Request assistance up the chain of command or from the appointing authority if the supervisor fails to complete any part of the evaluation process timely.

Employees have a **right** and a **responsibility** to:

- Provide input into their performance plans and interim reviews. This includes:
 - Double-checking the employee information on the evaluation to ensure it is correct.
 - Making sure the points and expectations assigned to duties are appropriate and reasonable and that points are mathematically correct.
 - Notifying supervisors of any work accomplishments or concerns at interim review meetings.
- Attach a written response to interim reviews if they feel information is missing, incorrect, etc.
- Provide input into the annual evaluation of performance. This includes checking point totals on the evaluations to ensure all math is correct.
- Verify the appropriate amount of annual leave is applied to their leave balance on their April 30th paycheck as a result of the final evaluation.
- Ensure supervisors provide them with a copy of the completed evaluation documentation at each step of the process and to maintain the copy for future reference.

Please contact your agency evaluation liaison or the Cabinet evaluation liaison in your central agency personnel / human resources office if you have questions about these rights and responsibilities.